

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 21

3 August 1967

25X1A9a

Effective 7 August 1967, [REDACTED] is appointed Technical Advisor on ADP to the Deputy Director of Research and Development. [REDACTED] will undertake the following staff functions: 25X1A9a

1. Serve as technical liaison with other divisions in ORD and Agency components or other Agencies as directed by the Director of Research and Development for the following purposes:
 - a. identification of R&D requirements
 - b. feasibility analysis of R&D approaches
 - c. recommendation of action priorities
 - d. preparation of recommendations to D/ORD.
2. Serve as technical consultant to all divisions of ORD where appropriate to assist in delineation of problem characteristics and to recommend methods and actions for exploitation of ADP resources available in the Agency and the IPRD.
3. Provide a central consolidation point for all ADP reports and planning data which are required by D/ORD.
4. Perform technical studies as required for ADP procurement actions and prepare recommendations for D/ORD.


GROUP I
Excluded from automatic
downgrading and
declassification

5. Maintain current ORD file of management information on all ADP equipment and associated facilities for ORD including data regarding disposition of surplus ADP equipment.

6. Provide technical assistance as requested by Analysis Division/ORD.

7. Provide staff assistance for the preparation of reports and surveys and such other duties as required by D/ORD.

25X1A9a


ROBERT M. CHAPMAN
Director of Research and Development